Chapter V – Exit Form

General Guidelines	The Exit Form is used to evaluate the effectiveness of the Instructional Services (IS) class for each client, and to confirm the number of IS graduates.

– Exit Forms are copied two-sided, on goldenrod colored paper.
– Every client completing an Exit Form must have an Intake Form on file.
– Exit Forms must be completed for every client who participates in a Board-funded class, regardless of their graduation status.
– Upon request, Exit Forms are available in Spanish.

Instructions for Completing the Exit Form	The following instructions should be used to ensure that displaced homemakers complete the Exit Form correctly. All information on the Exit Form is collected through self-disclosure and reporting by the client, and verified by the clients' signature at the bottom of the form.

FOR STAFF USE ONLY	
Client #	The client's unique identifying number.
Hours Completed	The number of hours the client attended IS, including the number of hours for individual advising and support group activities directly associated with instructional services.
Total Possible Hours	The total number of hours available through instructional services.
IS Graduation	If the client graduates from IS, (based on the IS completion criteria in your organization's Application for Funding,) mark YES.
Graduation Date	If the client graduates, enter the date of graduation.
Did not Graduate	If the client did not fulfill the IS completion criteria, mark No.
Date of Last IS Attendance	If the client did not graduate, the last date of IS attendance should be noted.
Reason for Not Graduating	If the client did not graduate, select one reason (1 – 8). If you select 8, "other", please specify the reason.

PROGRAM SERVICES	
Check All that Apply	Clients should check each of the statements they believe to be true for them. If they participated in an activity listed, received a service listed, or achieved an outcome listed, they should check the appropriate box. For Programs of Service and Mini Programs, all of the statements may not apply. All statements are included on the form for those contractors who may be providing more services than required under the HECB DHP contract.
OTHER COMMENTS	
Statements of Satisfaction	For each of the three statements, clients should select the answer that best reflects their level of satisfaction (true, somewhat true, false.)
First Step of Action Plan	Clients should write one or two sentences that describe what initial steps they are going to take following IS graduation, to implement their personal action plan.
Program Feedback	Clients who wish to provide feedback about their personal experience in the DHP can do so in the space provided.
CLIENT EXIT SURVEY	The Client Exit Survey is used as a pre- and post-test to measure what each client learned during Instructional Services.
Client #	The unduplicated number assigned to the client. This should be the same number as recorded on the Exit Form.
Competency Statements	Clients should put a check mark in the appropriate column, indicating whether they know "Nothing," "A Little," or "A Lot" about each statement.
Signatures	The IS participant signs the Exit Form to verify that all information disclosed on the form is true and accurate, and the IS instructor or staff member signs and dates the Exit Form to verify the form has been reviewed and is complete.